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DD/ST#0125-64

O & M - 7

MEMORANDUM FOR: Chief, Collection Guidance Staff, DD/I

SUBJECT: Routing of CGS Action Requests to OSI

1. The following comments are offered at this time now that your staff has had an opportunity to get organized and in operation and we have had an opportunity to review our relationships with it. They are in no way intended to limit contact between the CGS and OSI or call attention to areas of friction but rather to ensure smooth operations between your staff and my office.

2. It is my desire to have my staff and myself aware of all actions which reflect an expression of priorities, require an Office commitment, or result in a expenditure of analyst manhours so that they may be carried out in a timely and efficient manner. It is requested, therefore, that items from the Collection Guidance Staff which require action by elements of the Office of Scientific Intelligence be addressed to, or referred to, the Executive Officer, Scientific Intelligence.

3. The referral of action items to the Executive Officer should prove advantageous to the CGS in that it will provide a focal point to ensure that they will be assigned to the appropriate component of OSI, taking into consideration current demands, availability of personnel and capabilities of the Office in light of established deadlines. This procedure will also provide the CGS with a unified Office response so that your staff will receive an accurate view of OSI's overall position relative to collection needs and priorities rather than an individual division viewpoint.

4. All other matters such as general requirements, evaluations, Notices of Intelligence Potential, etc., should be directed to the appropriate Division chief or Division collection officer who will be in a position to identify the appropriate individuals within their Division in light of current demands.

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3. We believe that the identification of matters of a routine nature which should be handled directly with the Division concerned as opposed to those we consider to be Office actions can be worked out as we go along. Any problems that do arise should be referred to the Executive Officer, Scientific Intelligence, Room 6F20, [redacted]

SIGNED

[redacted]
Assistant Director
Scientific Intelligence

Distribution:

Orig & 1 - Addressee
2 - AD/SI
1 - EO/SI
1 - [redacted]

CONOE/IPS [redacted]

(3 Jan 63)

[redacted]
Executive Officer
Deputy Director
(Science and Technology)

(Date)

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